

Appendix-92 Resolution No. 27 {27-12}



Guidelines for Internship, Apprenticeship and Community Outreach (IAC)

Projects, Internships, Apprenticeship and Community Outreach are integral components of holistic undergraduate education. They provide students with valuable opportunities to apply knowledge, develop skills, foster personal growth, and contribute to society. These experiences enrich their educational journey, enhance their employability, and cultivate well-rounded individuals capable of making a positive difference in the world.

In the UGCF 2022, from second semester onwards, Internship, Apprenticeship, Projects, or Community Outreach (IAPC) figures as an alternative to the Skill Enhancement Courses. Students can opt for either Internship or Apprenticeship or Projects or Community Outreach or SEC from semester 3 to 6. The first batch of students who were admitted under UGCF 2022 in the academic session 2022-23, shall be in the third semester in the academic session commencing on 16th August 2023. The University is rolling out for these students Internship, Apprenticeship and Community Outreach in addition or as an alternative to the Skill Enhancement Courses. 'Projects' shall be rolled out in later under this category after formulation of modalities for its implementation.

Internship/Apprenticeship

It is a course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of the internship/apprenticeship is induction into actual work situations. It involves working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning. It will allow students to actively engage in the learning processes beyond traditional classroom lectures and gain practical experience, develop a deeper understanding of subjects, and build self-confidence. These will offer opportunities to gain industry-specific knowledge, build professional networks, and understand workplace dynamics. This exposure prepares them for future careers and enhances their employability.

Expected Outcomes

- Demonstrate working knowledge and skill of the domain specific learning outcome or that of a specific branch/section/tasks in an industry/ organizational set up.
- Achieve/complete assigned target(s)/ task(s) given by the person to whom the intern or apprentice is reporting (Supervisor).

Community Outreach

Community outreach will promote social responsibility and civic engagement among students. Through it, students will develop an understanding of social issues, contribute to the welfare of communities, and develop a sense of empathy and compassion.

Expected outcomes:

- Demonstrate understanding of different approaches to working with communities and develop sense of empathy and compassion.
- Being able to identify social issues faced by the community he/she is working with.
- Contribute to the solving of social problem or to the welfare of the community or raising awareness and enabling

Guidelines for implementing IAC

- Internship, Apprenticeship, or Community Outreach (IAC) will be offered as an alternative to SECs to the batch of students who were admitted under UGCF 2022 in the academic session 2022-23.
- It is expected that students shall be engaged in an industry, company or organization or NGO for the purpose of internship/apprenticeship/ community outreach (IAC).
- College offering should have a prior MoU with discipline specific commercial and non-commercial organizations or enterprises, and industry before introducing the apprenticeship/internship.
- It is advisable that students who are desirous of exiting after second year of the programme choose internship/apprenticeship/community outreach in the relevant field, as far as possible, so that their employability increases.
- The College may fix the number of seats for apprenticeship/internship training as per the facility and infrastructure available.
- As in SECs, any student from any department/program can opt for any IACs offered.
- Each category of IACs will be equivalent to 02 credits, like SECs.
- The spells of apprenticeship/internship shall be scheduled either continuously or at intervals depending upon the requirement and practicality of the discipline concerned.
- The total duration of the IACs shall be of 60 hours in a semester, if done during the semester.
- In case of IACs done during summer/winter vacation for a period of 8 weeks, where a student invests 480 hours, he/she shall be awarded 8 credits, if he/she successfully completes it through the assessments provided below.
- Students are provided the flexibility to choose the working days of IAC in consultation with the organization engaging them. The same should be communicated to the teacher who monitors them. Teacher can check up the work of any student involved in IAC.

No. of students and Workload

- A department can offer any one or more of the IACs category for all the programmes that it runs put together.
- If a programme is run by more than one department (for e.g. B.Sc. Life Science), each department may offer one. For example in B.Sc. Life Science programme, Botany may offer Internship, Chemistry may offer Apprenticeship and Zoology may offer community outreach in a semester. These departments may rotate among themselves semester wise.
- The workload of a teacher monitoring students who goes for IAC shall be two hours per week for a section size of 40 students.
- In case the number of students ranges from 05 to 19, a teacher shall be allotted workload of one hour per week.
- A teacher shall be allotted a maximum of two hours per week for monitoring students pursuing IAC.
- The workload of such teacher shall be part of the teacher's timetable.

Monitoring and assessment of Internship/ Apprenticeship

- Monitoring by the teacher regarding the regularity of the intern at his/her workplace.
- Teacher shall regularly keep a tap of the Activity logbook which is to be maintained by every student.
- Teacher shall interact and assess the progress of every student once in 15 days. Therefore, if 40 students are allotted to a teacher 20 students can be interacted and assessed in one week and the other half in the next week.
- Students should preferably inform the monitoring teacher and the Internship Supervisor at least one day prior to availing leave except emergency.
- Monitoring of the intern/apprentice shall also be done by the Internship/Apprenticeship/outreach Supervisor at his/her workplace.
- Observations of the Internship/Apprenticeship/outreach Supervisor should be taken by the teacher concerned regarding the student(s) associated with the Internship/Apprenticeship Supervisor.
- Continuous assessment of the student shall be done in consultation by the monitoring teacher and the Supervisor at the work place which shall be co-related with the activities recorded in the Activity Logbook.

Final Assessment

The assessment of the students will be similar to those 2 credit courses having 002 LTP and shall be carried out at following stages:

The student will be evaluated through a seminar presentation/viva-voce on his work, by a duly constituted expert committee, on the following suggestive aspects.

The expert committee shall consists of the Monitoring Teacher, Internship/Apprenticeship/outreach Supervisor and an External Expert, who shall be appointed by the Head of the

Institution/Head of the Department (in case of the University)/ Director of Centre/Institute/
Principal of College.

The evaluation and assessment shall be done on the basis of the following:

1. Activity logbook and evaluation report of Internship Supervisor
2. Format of presentation and the quality of intern's report
3. Acquisition of skill sets by the student (in view of the expected output)
4. Originality and any innovative contribution (or problem solving etc.)
5. Significance of outcomes (in view of the expected output)